



**ALASKA NATIVE TRIBAL HEALTH CONSORTIUM**  
**Office of Human Resources**  
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## **JOB DESCRIPTION**

<b>JOB TITLE: Nurse Director/Nurse Administrator</b>	<b>DIVISION: Alaska Native Medical Center</b>
<b>DEPARTMENT: Surgery Support Center</b>	<b>REPORTS TO: Chief Physician Executive</b>
<b>NUMBER OF JOB LEVELS: (future use)</b>	<b>FLSA STATUS: Exempt</b>
<b>JOB GRADE/SALARY RANGE: H</b>	<b>PL-101-630: Covered</b>
<b>DATE: April 2004</b>	<b>TYPE OF POSITION: Full Time</b>

### **SUMMARY OF JOB RESPONSIBILITIES:**

This position is located in the Alaska Native Medical Center (ANMC) in Anchorage, Alaska. ANMC is a 150 bed Level III hospital with a Level II trauma center providing ambulatory and acute care services for Alaska Native and other beneficiaries in the greater Anchorage area as well as serving as a referral center for other health care facilities throughout the state of Alaska. ANMC is a teaching institution for health aides, nursing students, medical students, and residents. The nursing division practices theory based nursing and Shared Governance.

The functions of the nurse manager / administrator are to develop, maintain, and evaluate an environment that supports the professional nurse.

The Surgical Support Center provides preoperative, intraoperative, and postoperative care to patients of all age groups for a wide variety of procedures including Endoscopy, Otolaryngology, General Surgery, Gynecology, Orthopedics, Ophthalmology, Neurosurgery, Urology, Dental and Plastic Surgery.

The Operative Area consists of 7 Operating Rooms with related support areas, and a Post Anesthesia Care Unit with capacity for 7 patients in the general area and 2 private rooms. Staffing consists of Registered Nurses, Operating Room Technicians, Peri-Operative Assistants, an Administrative Assistant, and an Operating Room Office Specialist.

Day Surgery provides intake and discharge care for patients scheduled for surgery, provides endoscopy support, and also provides post-sedation recovery for patients who have had miscellaneous non-surgical procedures such as pediatric CT scans, transesophageal echocardiograms, and selected radiology procedures. Day Surgery provides limited infusion services, particularly blood transfusions. Day Surgery staffs and operates endoscopic services, provides portable endoscopy services to the Operating Room and the Intensive Care Unit, and provides 24 hour / 7 day call service to cover endoscopic emergencies. The endoscopy units provide perioperative services for local anesthesia and conscious sedation procedures such as liver biopsies, flexible sigmoidoscopies, colonoscopies, bronchoscopies, EGD's (esophageal gastroduodenoscopy), epidural steroid injections, esophageal ph and manometry studies, and miscellaneous procedures. Day Surgery is staffed by Registered Nurses, Licensed Practical Nurses, Patient Services Assistants, and Office Support Personnel.

## **OUTLINE OF ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:**

(Developed from the Standards of Professional Performance, ANA Scope and Standards of Nurse Administrators, 1995)

- Systematically evaluates the quality and effectiveness of nursing practice and nursing services administration, analyzing appropriate internal and external data and information to identify opportunities for improving services.
- Evaluates her/his own performance based on professional practice standards, relevant studies and regulations, and organizational criteria identifying areas of strength, as well as areas for professional/practice development.
- Fosters a professional environment promoting understanding and effective use of organization, management, and nursing theories and research.
- Contributes to nursing management education and professional development of staff, students, and colleagues in an environment of mutual respect and understanding
- Decisions and actions are based on ethical principles and fosters a non-discriminatory climate in which care is delivered in a manner sensitive to socio-cultural diversity
- Promotes research, and integrates evidenced-based knowledge into the delivery of nursing care and nursing administration.

## **QUALIFICATIONS:**

(Developed from the Standards of Professional Performance: Education, ANA Scope and Standards of Nurse Administrators, 1995)

### **Nursing management/administration requires a professional credential, education, and experience:**

- Current registered nurse license in the State of Alaska
- Baccalaureate degree in nursing required
- Masters degree or higher level educational program in health care administration is preferred
- Minimum of 24 months of experience working with the health needs of the population served
- Nurse Administrator certification is preferred
- Within the last two years, continuing education in nursing (30 hours every 2 years) that includes continuing education appropriate to administrative practice (16 hours every 2 years) is preferred
- Minimum of 24 months experience working as point of care staff in Operating Room/Peri-Operative areas with demonstrated ability to assume increasing responsibilities and leadership roles
- Minimum 3 years Peri-Operative Management experience required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(Developed from the Standards of Care, ANA Scope and Standards of Nurse Administrators, 1995)

The nurse manager/administrator needs to have the knowledge, skills and abilities to:

- Develop, maintain, and evaluate patient/client and staff data collection systems and processes to support the practice of nursing and the delivery of patient care.
- Develop, maintain, and evaluate planning systems to facilitate the delivery of nursing care that promotes desired, client-centered outcomes.
- Collaborate with nursing staff at all levels, interdisciplinary teams, executive officers, and other stakeholders in:
  - the development, implementation, and evaluation of programs and services,
  - determining the acquisition, allocation, and utilization of organizational fiscal and human resources,

- the development and implementation of recruitment and retention programs for staff, and
- the provision of a seamless delivery of services.
- Evaluate and administer the resources of their assigned area and collaborates with colleagues for the evaluation and administration of resources within nursing services.
- Evaluate factors related to safety, outcomes, effectiveness, cost, and social impact when developing and implementing practice innovations
- Delegate responsibilities appropriate to licensure, education, and experience of staff.
- Design and negotiate organizational acceptance of appropriate role expansion and delimitation, and for utilization of all staff.
- Monitor and evaluate appropriate utilization of staff
- Identify and advocate to secure appropriate fiscal and human resources to accomplish the work/goals of the service
- Utilizes evidenced based practice to develop the plans of action
- Ability to evaluate staff by direct observation, peer review, and employee input, documenting this in the appropriate system, recommending staff for promotions or awards, and implementing disciplinary actions or performance improvement plans as necessary.
- Knowledge and ability to develop and implement effective educational programs and to teach groups and individuals. Ensures that an orientation plan is in place for each new employee.
- Knowledge of Shared Governance model of Nursing Practice and the ability to integrate point of care staff into decision making.
- Knowledge of all the various aspects of perioperative patient care, including emotional, environmental, physical, social, and spiritual needs of patients undergoing surgery, and ability to foster an environment which effectively addresses those needs.
- Perianesthesia nursing practice involves autonomous decision-making and implementation of interventions in a crisis situation. Successful completion of an ACLS and PALS course within the first year of employment is a necessary component to support this aspect of practice.
- Certification is encouraged in any or all of the following: TNCC, CAPA, ASPAN, and CNOR.

#### **WORKING CONDITIONS:**

The work is performed on the ANMC campus. The employee is frequently exposed to communicable diseases. Safety precautions for employees such as blood drawing for screening of various diseases such as hepatitis, required immunizations, etc. are necessary. The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled patients and/or family members.

#### **AGE SPECIFIC:**

Acquires and maintains current knowledge and competency in nursing administration, and has the knowledge and skills necessary to provide care appropriate to the age of the patients served.

**NATIVE PREFERENCE:** Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**